

Professional and Managerial Branch
Public Works Group
Building Services Series

BUILDING PERMITS & INSPECTIONS ASSISTANT DIRECTOR

07/02 (REB)

Summary

Under general direction, manage technical compliance functions to control subdivision and individual property development through subordinate managers; serve as primary stand-in for department head.

Typical Duties

Plan, develop, organize, coordinate and evaluate design and construction project code enforcement programs such as engineering or technical plan review, and building, electrical, mechanical, plumbing, land improvement, flood control, grading, drainage, environmental, safety and zoning inspections. Involves: defining, implementing and overseeing adherence to interrelated divisional policies, objectives, methods, performance standards for effective, efficient service; reviewing and approving annual division budget requests for staff, resources and program improvement funds; verifying calculations for compliance with code mandated standards; approving and disapproving plans submitted; advising architects, engineers, designers, contractors, developers and homeowners on code and design requirements and restrictions; devising and integrating plan review and inspection procedures with those of other City departments directing or personally conducting timely and thorough commercial or residential inspections with difficult or unusual code requirements; recommending approval or rejection of proposals for new materials or methods of construction to department head; administering flood plain management and Municipal Separate Storm Sewer System programs, and contractual Texas Accessibility Standards plan review agreement; assessing needs and priorities of major projects, monitoring and expediting work progress, or identifying problems or improvement opportunities and initiating corrective actions; conferring with subordinate division heads to ensure technical compliance services are provided in a timely manner consistent with community needs, and federal, state and local regulations.

Perform general department management functions when director is unavailable as authorized and qualified to sustain overall continuity and coordination of ongoing day-to-day building services functions. Involves: representing department's interests regarding operational issues and situations in accordance with accepted practices, referring unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance; directing department computer system operations, customer service, permit and license issuance, and budget administration; preparing and disseminating departmental directives.

Supervise assigned supervisory and non-supervisory professional/managerial, and general services personnel. Involves: determining and changing work flow, procedures and results targets; scheduling and balancing workloads of divisions, making or approving project assignments, issuing written and oral instructions, arranging for or conducting division level orientation and training; examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; measuring and evaluating performance of direct reports and reviewing employee appraisals by subordinate supervisors; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform miscellaneous related professional and managerial functions as required. Involves: substituting for subordinates by carrying out duties as qualified sufficient to sustain continuity of ordinary activities; providing technical support to other personnel and City departments; monitoring and applying fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract in collaboration with the Office of Management and Budget; participating at Boards of Appeals and Council meetings as required.

Minimum Qualifications

Education and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Architecture, or Civil, Structural or related Engineering discipline, plus nine (9) years progressively responsible professional experience in structural design, building construction management or structural plan review including four (4) years as a Registered Professional Engineer or Architect and three (3) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: administrative, budgetary and managerial policies and procedures applied to building services operations; application of generally accepted civil, structural and

architectural engineering principles and practices of building construction and subdivision development plan review and inspection; City building, plumbing, electrical, mechanical, fire, land improvement, grading, drainage, environmental, zoning and other applicable codes and ordinances, and accepted safety standards; Considerable knowledge of: municipal services needs assessments; public relations practices. Good knowledge of: computer applications for documenting and analyzing development control activities.

Ability to: firmly and impartially exercise supervisory authority; interpret, apply and explain rules, regulations, policies and procedures; read and interpret construction documents; perform and review structural engineering calculations; analyze and recommend solutions to technical problems encountered in reviewing plans; identify, compile, organize and analyze data to prepare reports and maintain records; maintain effective working relationships with fellow employees, other city departments and outside agencies, general public, architects, engineers and contractors; express oneself clearly and concisely, both orally and in writing.

Skill in the safe operation and care of: personal computer or network work station, generic business productivity and specialized geographic information system software; a motor vehicle.

Physical Effort and Work Environment: Occasional: moving over uneven terrain, climbing ladders and scaffolds bending and stooping, exposure to inclement weather or other adverse field conditions, and driving through city traffic to inspect construction sites as necessary.

Licenses and Certificates: Valid Texas Professional Engineer or Licensed (Registered) Architect, or equivalent transferable from another state by time of application which must be converted to Texas Registration within one (1) year after appointment; Building Official Certification from the Council of American Building Officials, which must be obtained within one year after appointment; Texas Class "C" Driver's license or equivalent issued by another state.

Human Resources Director

Department Head